

# Specification and Record Layout for Wage Reporting, Adjustments and Payments



## Quickbooks Instructions

## Step 1: Download QuickBooks file with list of employees for quarterly wages to file.

The file layout will look like the below:

	A	B	C	D	E	F	G	H	I	J
1	SSN	First Name	MI	Last Name	NC SUI Gross Wages	SUI Taxed Wages	Worked 12th 1st Month	Worked 12th 2nd Month	Worked 12th 3rd Month	Seasonal
2	123456789	John	L	Smith	853,957.00	29,600.00	No	No	Yes	No
3	123456779	Mary	M	Jones	496,970.00	0.00	Yes	Yes	Yes	No

- Review to ensure that all employee details are captured.

## Step 2: Convert QuickBooks file to NCSUITS acceptable CSV format

- Remove the row that displays the Headers for each column: Row 1 in example below (SSN, First Name, etc.)

	A	B	C	D	E	F	G	H	I	J
1	SSN	First Name	MI	Last Name	NC SUI Gross Wages	SUI Taxed Wages	Worked 12th 1st Month	Worked 12th 2nd Month	Worked 12th 3rd Month	Seasonal
2	123456789	John	L	Smith	853,957.00	29,600.00	No	No	Yes	No
3	123456779	Mary	M	Jones	496,970.00	0.00	Yes	Yes	Yes	No

- Insert **2 rows** above the 1<sup>st</sup> listed employee
- Insert **3 columns** to the left of column A
- Insert **7 columns** to the right of column H
- Copy values in Column S and paste in Column N (Seasonal Indicator)
- Replace column N, P, Q, R yes/no with **numerical values** 1= yes and 0= no
- Delete values from Column S. Column S becomes Adjustment Code.

The file layout will look like the below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2																				
3				123456789	John	L	Smith	853,957.00						0		0	0	1	0	
4				123456779	Mary	M	Jones	496,970.00						0		1	1	1	0	
5																				

**Step 3. Create Column Headers for Row 1. See the table below for further details**

Position	Field Name	Field Specifications	Required
A1	Record Identifier	Should always be zero '0'	Yes
B1	Submitter FEIN	The business FEIN: numbers only, do not include the hyphen	Yes
C1	Business Name	The legal name of the business submitting the file	Yes
D1	Address	The mailing address of the business submitting the file	No
E1	City	The mailing address city of the business submitting the file	No
F1	State	The two-character FIPS code	Yes
G1	ZIP	The mailing address ZIP Code of the business submitting the file. Include leading zeros (0)	No
H1	ZIP Ext	The mailing address ZIP Code extension of the business submitting the file. If unknown, leave blank	No, leave blank or include the + Four (4)
I1	Contact Name	First and last name of individual from submitting business who is responsible for the accuracy and completeness of the wage report. Format the name as: First name<space>last name	Yes
J1	Phone	Contact telephone number, include the area code Numbers only, no special characters	Yes
K1	Extension	Contact telephone number extension (if any) If there is no extension, leave blank	No, leave blank or Extension
L1	Email	Contact Email address	Yes

Below is an example of Row 1 after Headers are added

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	540000000	RIDE TODAY INC	123 MAIN STREET	RALEIGH	NC	27611	5903	JOY SMITH	1234567890	123	<a href="mailto:test@test.com">test@test.com</a>	

**Step 4: Enter value fields for Row 2- Employer Record. See below for further details:**

Position	Field Name	Field Specifications	Required
A2	Record type	Should always be '1' for employer record	Yes
B2	Employer ID	Employer ID, no special characters	Yes
C2	Reporting Period	This field will contain the last month of the quarter and the year. For example, the values for 2017 would be: 1st - 32017 2nd – 62017 3rd - 92017 4th – 122017	Yes
D2	Total Gross wages	Total NCDES wages for employer Do not use comma separator or decimal, for example \$12,524.55 would be 1252455	Yes
E2	Total Taxable Wages	Total taxable wages for employer Do not use comma separator or decimal, for example \$8,325.99 would be 832599	Yes
F2	Total Excess Wages	Total excess wages for employer (Excess wages = Total wages – taxable wages) Do not use comma separator or decimal, for example \$2,983.75 would be 298375	Yes
G2	No. of Employees On12 Month1	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter	Yes
H2	No. of Employees On12 Month2	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter	Yes
I2	No. of Employees On12 Month3	Total number of employees that worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter	Yes
J2	No Wage Indicator	If the employer did not pay wages during the calendar quarter and there will not be any employee records in the report, enter a '0' zero. Otherwise enter a '1'. There should never be a '1' where there are not type '2' records in the file, and there should never be a '0' (zero) when there is type '2' records in the file	Yes

Below is an example of Row 2 after values are added

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	540000000	RIDE TODAY INC	123 MAIN STREET	RALEIGH	NC	27611	5903	JOY SMITH	1234567890	123	<a href="mailto:test@test.com">test@test.com</a>	
2	1	10000009	92023	10000000	5000000	5000000	2	2	2	1			

**Step 5: Enter value fields for Row 3- Wage Record. Each record will be listed on a separate row. For example, if you are reporting 10 employees, there will be 10 rows of wage records. See below for further details:**

Position	Field Name	Field Specifications	Required?
A3	Record type	Must be two '2' for wage record	Yes
B3	Employer ID	Employer's ID, no special characters	Yes
C3	Reporting Period	This field will contain the last month of the quarter and the year. For example, the values for 2017 should be: 1st - 32017 2nd – 62017 3rd - 92017 4th – 122017	Yes
D3	SSN	Employee's Social Security Number (SSN) Note: the SSN must contain nine (9) digits, no hyphens Excel will trim leading zeros (0) with the default settings. Set the number format to 'text' for the SSN column if creating the file with Excel. Refer to "Dummy SSN" section in "Appendices" to learn about how to report wages for unknown SSN.	Yes
E3	First Name	Employee's First Name	Yes
F3	Middle Initial	Employee's Middle Initial. Do not fill if there is no middle initial	No
G3	Last Name	Employee's Last Name	Yes
H3	Gross Wage Amt	Total wages subject to UI paid to employee for reporting period. Do not use comma separator or decimal, for example \$5,687.23 would be 568723	Yes
I3	OOS Wage Amt	Out of State taxable wages subject to UI paid to employee for the quarter. Do not use comma separator or decimal. For example \$4,687.25 would be 468725	Yes. Enter 0 if there are not out of state taxable wages to report. If there are out of state taxable wages for the quarter, report them to receive proper credit
J3	OOS Wage State Code	The OOS Wage state code or Commonwealth/territory. Use postal abbreviations.	Yes, if OOS Wage Amt is provided
K3	Hours worked	Include hours worked during the quarter for the employee. Total wages and hours worked cannot both equal zero for an original filing.	No

L3	Location ID	ID of the location for which the wages are reported	No
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Position	Field Name	Field Specifications	Required?
M3	SOC code of the employee	SOC code of the employee Ex. 110000	No
N3	Seasonal Indicator	Indicates seasonal employment for employee	No
O3	Employer Officer Ind	Include the owner/officer relationship of the worker.  0 = Employee 1 = Officer/Owner	Yes
P3	Employee On12 of Month1	Employee worked for the employer during the payroll period that included the 12th of the month for the first month in the quarter. 0=No	No
Q3	Employee On12 of Month2	Employee worked for the employer during the payroll period that included the 12th of the month for the second month in the quarter. 0=No 1=Yes	No
R3	Employee On12 of Month 3	Employee worked for the employer during the payroll period that included the 12th of the month for the third month in the quarter. 0=No	No
S3	Adjustment Code	0 for Original report	Yes

See below for an example of Row 3 after values are added.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	0	540000000	RIDE TODAY INC	123 MAIN STREET	RALEIGH	NC	27611	5903	JOY SMITH	1234567890	123	<a href="mailto:test@test.com">test@test.com</a>							
2	1	10000009	92023	10000000	5000000	5000000	2	2	2	1									
3	2	10000009	92023	123456789	John	Smith	853957	0		330	1	12345	0	0	1	1	1	1	0
4	2	10000009	92023	123456799	Mary	Jones	496970	0		236	1	12345	0	0	1	1	1	1	0

**Step 6. After wage records are entered, enter values for Final Record. See below for further details:**

Position	Field Name	Field Specifications	Required?
Ax x=last row of the file	Record type	Must be three '3' for final record	Yes
Bx x=last row of the file	Total No. of Employees in File	Include total number of wage records in file	Yes
Cx x=last row of the file	Total Wages Reported in File	Include total NCDES wages reported in file Do not use comma separator or decimal, for example \$52,468.99 would be 5246899	Yes

See below for an example of Final Record after values are added:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	0	54000000	RIDE TODAY INC	123 MAIN STREET	RALEIGH NC	27611	5903	JOY SMITH	1234567890	123	test@test.com								
2	1	10000009	92023	10000000	5000000	5000000	2	2	2	1									
3	2	10000009	92023	123456789	John		Smith	853957	0		330	1	12345	0	0	1	1	1	0
4	2	10000009	92023	123456799	Mary		Jones	496970	0		236	1	12345	0	0	1	1	1	0
5	3	2	1350927																

\*Note: only column A, B, C will be in Final Record.

### Step 7: Save the Spreadsheet

- Click File from the Excel Menu (top left hand corner)
- Select "Save As"
- Choose file type CSV (Comma delimited)

CSV (Comma delimited) (\*.csv)

- Click Save button

### Step 8: Upload File to DES NCSUITS

- Login into Employer account
- Select Wage Submission from "Your Options" on the left hand side of the screen
- From Select Submission Type
  - Reporting Period
    - Select Original Wage Report
    - Select the Report Year-Quarter
  - Submission Options
    - Select the "Upload a file containing wage information"
    - Select the Submission Date
  - Submission Source
    - Email: Enter email to receive confirmation of upload status
    - File Type: select CSV
    - Click the Select File button to upload the CSV file

iv. Click the Upload Button

1. The system will show the file in GREEN if the file is in an acceptable format and system will display that file was successfully uploaded.
2. The system will show the file in RED if the file has an error. Click on the red ERROR:
  - a. The error message will display with description of the error. Make the corrections to the file, re-save the file and upload it.